



Account Clerk

Department: Countywide

Class Code: 1141

EEO Code: 26

FLSA: N

Effective: 01/06/1994

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### **GENERAL STATEMENT OF DUTIES:**

Under immediate supervision; performs work of routine difficulty in the recording and reporting of financial data; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Performs routing processing of transactions and entries; inputs and accesses information On-line; assembles, prepares and checks for necessary approvals and supporting documents; maintains books and records and prepares output (reports, trial balances, etc.) using computer terminals, microcomputers, batch forms, or manual records; compiles invoices and purchase orders, directs flow of invoices for approval; verifies payment amounts; consolidates time sheets and prepares payroll; prepares third party billing and maintains files for same; files insurance claims with respective insurance companies; performs filing and limited typing/keyboarding duties; and performs other duties as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Some knowledge of basic bookkeeping practices; of basic office practices.

Working skill in learning and following routine accounting and clerical procedures; in the use of such office machines as adding machines, microcomputers, calculators, and CRT terminal.

### **MINIMUM EDUCATION AND EXPERIENCE:**

High school diploma with bookkeeping courses; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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